

**To:** Southern Shores Town Council (Hal Denny, Jodi Hess, George Kowalski, Jim Pfizenmayer, Kevin Stroud)

**Copies:** Town Manager (Peter Rascoe)

Town Attorney (Ben Gallop)

Town Staff (Pat Forrester, Carrie Gordin, Alvin Rountree, Merrie Smith, Bonnie Swain)

Planning Board (Mike Florez, Bill Gleason, Larry Lawhon, Elizabeth Morey, Bob Palombo, Jay Russell, Sam Williams and ETJ Rep, Ed Overton)

**From:** Wes Haskett, Town Planner

**Date:** July 27, 2010

**Re:** Recap, PAG Working Session July 7, 2010

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**PAG RECOMMENDED ACTIONS FOR THE TOWN COUNCIL** – Schedule a joint Town Council and Planning Board meeting to discuss the status of all current projects.

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### **PAG MEETING RECAP July 7, 2010**

The Planning Advisory Group working session convened at 7:00 pm. Planning Board Members Mike Florez, Bill Gleason, Bob Palombo, Jay Russell, Sam Williams, alternate member Larry Lawhon, Town Planner Wes Haskett, and Executive Assistant Merrie Smith were present.

Planned agenda items for the meeting included:

1. Planning Board Projects
2. Planning Board Meetings and Officers

Jay Russell asked for any additions or changes to the agenda. There were none.

### **PLANNING BOARD PROJECTS (Jay Russell)**

Jay Russell reported that several events had taken place since the last PAG meeting and that he felt that the Planning Board should step back from current projects until September. Jay suggested that the Town Planner and/or the Town Manager confirm which projects the Town Council wants the Planning Board to pursue. The Parks, Recreation, and Open Space Long Range Plan Statement of Work (SOW) was not completed and the effort has been cancelled. All other projects that the Planning Board has been working on have an associated SOW, nearly all which have been approved by the Town Council. Merrie Smith suggested that the Planning Board and Town Council hold a joint meeting to discuss current projects and whether or not the Town Council is interested in pursuing them. The PAG agreed that it would be beneficial to hold a joint meeting to update the Council on all projects. The PAG also agreed that the Town Council should vote on whether or not to move forward with a project after the joint meeting is held.

**PLANNING BOARD MEETINGS AND OFFICERS (Sam Williams and Wes Haskett)**

Sam Williams reported that there was still some confusion about the difference in regular Planning Board meetings and PAG meetings. He suggested that the Planning Board consider amending its Rules of Procedure. The amendment would consist of eliminating the PAG and creating Planning Board Workshop in its stead. Hopefully this will reduce confusion and increase flexibility for the Planning Board to address projects or administrative items as needed. The PAG agreed that the Rules of Procedure should be amended and agreed to discuss these changes at the next regular Planning Board meeting.

Wes Haskett reported that a new election of Planning Board officers was needed being that the previously elected Chairperson had resigned and the Town Council had not yet approved the election. Wes suggested that the Planning Board hold a Special meeting for the election of officers since at least two regular members would not be able to attend the regularly scheduled July 19, 2010 Planning Board meeting. The PAG agreed to hold a Special Planning Board meeting on July 12, 2010 to elect officers and to consider amending the Board's Rules of Procedure.

**UPCOMING MEETINGS & PROPOSED AGENDA ITEMS**

1. Planning Board Application Review meeting July 19, 2010 – Cancelled
2. PAG Working Session September 8, 2010 Pitts Center 7 pm

**ADJOURNMENT**

The PAG meeting adjourned at 8:15 pm.